



Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Principal:

Permission is hereby granted to release all records regarding the following student:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The records must include the following information:

- Cumulative folder, including attendance, report cards, and standardized assessments
- Health and immunization records
- Intervention & Referral Services/Child Study Team
- Special Education (speech, psychological/educational evaluations, IEP, 504 plan)
- Disciplinary records
- Custody agreement and/or other legal documentation

Signature of Parent or Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Sincerely,

A handwritten signature in cursive script that reads 'Alicia M. Farren'.

Alicia M. Farren  
Principal